

Notary Services 2011 Clerk and Recorder Authorized Signatures

The Secretary of State's Office may be requested to authenticate documents issued from your office(s) for foreign processing. This process requires the verification and identification of individual signatures and of your office's official seal on the document. A completed form from your office is needed for our records to fulfill requests to authenticate a document.

Directions: Complete form by having all personnel authorized to sign and/or certify official documents issued from your office(s) print and sign their name, and by providing an impression of the official seal of your office. **Please note a change this year:** After you have sent in your initial list of authorized personnel, if you have any deletions of personnel during the year, you only have to list the person who has been deleted on the form and send it to us. If one of more people has been added, provide their names and their signatures on the form. You do not have to get everyone in the office to sign again (until next year.)

Submit completed form to Secretary of State, Notary Services, PO Box 202801, Helena, MT 59620.

Title	Name (print or type)	Signature
Clerk & Recorder		
Deputy Clerk and Recorder		

Seal of Clerk and Recorder:

(Seal)

Effective Date: _____

County: _____

Phone: _____

Email address: _____

Form is effective from January 01, 2011 through December 31, 2011. Please contact Della at Notary Services 406/444-1877 if you have any questions on the form or the apostille/authentication process.

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